

Public Services Admin Building  
301 E Cork Street  
Winchester, VA 22601

Telephone: (540) 773-1340  
FAX: (540) 662-3351  
TDD: (540) 722-0782  
Website: [www.winchesterva.gov](http://www.winchesterva.gov)

Date of Submission: \_\_\_\_\_

## Application for Work in the City Right-of-Way

### Section 1

#### Document Submission Checklist

- ☐ Completed Application
- ☐ Traffic Control Plan
- ☐ Scaled Map of Work Area/Driveway Plan
- ☐ Proof of Franchise or License Agreement
- ☐ Proof of City of Winchester Business License      License No.: \_\_\_\_\_
- ☐ Utility Connections: Plumbing Permit
- ☐ List of Contractors

The following documents must be attached in order to process your permit.

All contractors and subcontractors are required to obtain a City Business License from the City Commissioner of Revenue's office (Located at 21 S Kent Street).

#### Permittee/Contractor Information

##### Location of Work

Street Address(es) – Location of Work Area: \_\_\_\_\_

##### Permittee/Contractor Information

\_\_\_\_\_  
Company or Contractor

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip Code

\_\_\_\_\_  
Email Address

##### 24 Hour Emergency Contact

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

### Scheduled Work

Estimate Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
(Extensions can be requested through email notification to the Public Property Coordinator in the Public Services Department)

The work is to be completed within sixty (60) days from the date of the permit or in a time frame established by consent of the Public Services Director or his designee. If work is not completed within that time or renewed, the permit will be cancelled, and a new permit will need to be issued. Fees per Chapter 26 of City Code apply.

### Check All Applicable

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Curb/Sidewalk    | <input type="checkbox"/> Water Connection   | <input type="checkbox"/> Above-Ground Utility   |
| <input type="checkbox"/> Sewer Connection | <input type="checkbox"/> Directional Boring | <input type="checkbox"/> Building/Zoning Review |
| <input type="checkbox"/> Gas Connection   | <input type="checkbox"/> Driveway Apron     | <input type="checkbox"/> Planting               |
| <input type="checkbox"/> Street Pavement  | <input type="checkbox"/> Storm Connection   | <input type="checkbox"/> Tree Trimming/Removal  |

Other: \_\_\_\_\_

Sidewalk Closure Requested? ☐ Yes ☐ No (Details Page 3)

Lane Closure Requested? ☐ Yes ☐ No (Details Page 3)

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### Official City Use

Arborist/Building/Zoning Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

### Arborist/Building/Zoning Notes:

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### Arborist/Building/Zoning Request

- ☐ Approved  
☐ Denied

Reason for denial: \_\_\_\_\_

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☐ Letter Produced (Department: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_)

## Section 2

## Worksheet – Proposed ROW Work

1	Location of Work – specific names of street(s) (list all): (Please list closest addresses if multiple locations)	
2	How many lanes at this location?	
3	How many lanes will need to be closed at any time?	
4	If multiple lanes: Will all lanes be closed at the same time?	
5	If multiple lanes: Will both directions of travel be affected?	
6	Is the proposed ROW work within 100 feet of an intersection?	
7	Is this a MOBILE or STATIONARY operation?	
8	Duration of work?	<input type="checkbox"/> Less than 15 minutes <input type="checkbox"/> 15 minutes – 1 hour <input type="checkbox"/> Greater than 1 hour
9	Planned Hours of Work	
10	Number of Days of Expected Work	
11	Applicable traffic control plan attached?	
12	Scaled map of the work area attached?	
13	Provide a narrative description of the proposed work in the ROW:	
	Service Providers WO No. _____	
14	Planting/Tree Trimming/Tree Removal Narrative:	

## **Requirements for Work**

1. All work is to be performed in compliance with Chapter 26 of Winchester City Code and City Standards.
2. The work is to be completed within sixty (60) days from the date of the permit or in a time frame established by consent of the Public Services Director or his designee. If work is not completed within that time or renewed, the permit will be canceled, and a new permit will need to be issued. Fees per Chapter 26 of City Code apply.
3. This Permit must be kept on the work site and shown on request. All subcontractors must be supplied with this permit and restrictions/instruction communicated for public safety.
4. Compaction tests may be required on all major roadways and in other circumstances at the discretion of the City. If compaction tests are required, a copy of each test will be furnished to the Public Services Department before final restoration is made and the job accepted.
5. Traffic control is the responsibility of the applicant and all methods shall be approved by the Public Services Department prior to commencing work. The applicant shall submit a traffic control plan for approval and furnish any and all devices necessary for implementing the approved traffic control plan, including but not limited to signs, cones, barrels and flagmen.
6. Restoration shall be in accordance with the City of Winchester Standards Manual. Located at: <https://www.winchesterva.gov>
7. Any pavement cut not completed, and which will be left open for more than (1) day, shall be backfilled to surface elevation and sealed with temporary asphaltic emulsion mix (cold mix) or other approved method. Grade 21-A used alone will not be permitted. Any contractor or utility company found not meeting this requirement will be asked to leave the job.
8. Applicant shall provide to the Public Services Department the name of at least one contact person and a phone number where they can be reached 24 hours a day. This person shall be responsible for repairing any ditch of the applicant within 2 hours of notification by a Public Services Employee. Any ditch not being repaired by the applicant within the allotted time will be repaired by the Public Services Department or their agent and the costs of this work, plus administration costs will be charged to the applicant. This cost will include labor, materials, vehicles, overtime if necessary, and standby time, if warranted. The minimum charge for this work will be \$500.
9. Applicant agrees to be responsible for any settlement or deterioration of the work for a period of one (1) year after acceptance of final restoration by the Public Services Department. If applicant fails to remedy any defects in the ditch within ten working days

after notification by the Public Services Department, those repairs may be made by the Department or its agent, and the cost of such repairs, plus administrative costs will be billed to the applicant.

10. All work must be completed between the hours of 9:30am and 2:30pm, unless permission is granted for working outside these hours.
11. Contractor is responsible for notifying emergency services at the time of street closure and street re-opening. Please call 540-662-4131 to give notice of closings and openings.
12. Public Utility companies desiring to work in the street shall submit proof that an active franchise/license agreement or City contract is in effect.

### **Certification**

Upon receipt of the requested permit, the applicant, his successors or assigns, agrees to indemnify and save harmless the City of Winchester from all claims for damages to persons or property by reasons of opening, installation or maintenance of any facilities in said street, alley or right-of-way, by virtue of this application.

I have read and understood all requirements outlined in this application package for Work in the City Right-of-Way. I hereby certify that I am authorized to make this application on behalf of the listed applicant and we agree to conform to all applicable laws, codes and ordinance of the City of Winchester and the regulations, MUTCD and Miss Utility "Call Before You Dig" regulations.

By signing this permit, I accept all liability associated with this encroachment.

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Applicant Signature

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Date

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Print Name and Title

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Phone # to call for permit

OFFICIAL USE ONLY		
Permit #		
BACKFILL/FORMS INSPECTION	Approval Signature	Date
FINAL INSPECTION	Approval Signature	Date
CLOSEOUT	Approval Signature	Date

### Inspections

**All** ROW permit holders are responsible for requesting and obtaining three (3) inspections, with signature, by the City's Engineering Division:

#### 1. Initial Inspection

Contact the Engineering Division to schedule an Initial Inspection 24-48 hours prior to work; this inspection must take place prior to beginning work and after permit is approved. The Inspector will ensure City of Winchester ordinance and specifications are communicated and confirm contractor/citizen involvement for future inspections. **Inspector signature required for validation.**

#### 2. Back Fill/Concrete Inspection

Contact the Engineering Division to schedule a Backfill/Concrete Inspection; this inspection must take place before any backfill and/or prior to pouring concrete to ensure specifications are met and connections conform to regulations. **Inspector signature required for validation.**

#### 3. Final Inspection

After completing the work approved, contact the Engineering Division to schedule a Final Inspection. The inspection will be completed at the appropriate time (30 days after asphalt installation, 6 months after concrete installation). If work fails to pass final inspection, the inspector will contact you for corrective action. **Inspector signature required for validation.**

For after hours utility emergencies, such as main breaks or cut lines, please contact our on call City Utilities representative at 540-686-7173. A representative is available 24/7.

**Installation/Restoration Inspection**

		<b><u>PERMIT NO.</u></b>
<b><u>Initial Inspection</u></b>		
<b>ONSITE CONTACT</b>	<b>MEETING DATE</b>	
<b>NOTES</b>		
<b>INSPECTOR SIGNATURE</b>		<b>DATE</b>
<b><u>Backfill/Concrete Inspection</u></b>		
<b>ONSITE CONTACT</b>	<b>MEETING DATE</b>	
<b>NOTES</b>		
<b>INSPECTOR SIGNATURE</b>		<b>DATE</b>
<b><u>Final Inspection</u></b>		
<b>ONSITE CONTACT</b>	<b>MEETING DATE</b>	
<b>NOTES</b>		
<b>INSPECTOR SIGNATURE</b>		<b>DATE</b>

**OFFICIAL USE ONLY****CITY OF WINCHESTER, VIRGINIA ROW PERMIT FEE  
ESTIMATE FORM**

ROW No.: \_\_\_\_\_

Administrative fee due at the time of submission. Additional fees  
may be assessed in review of materials submitted.

PERMITTED LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

<u>ITEM/FEE</u>	<u>COST</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>COST</u>	<u>AS-BUILT QTY</u>	<u>AS-BUILT COST</u>
Processing/Review	\$75.00	Each	1	<b>\$75.00</b>	N/A	N/A
<b>Traffic Control: (None City Events)</b>						
Closure – Street/Alley/Lane	\$50.00	Per Day w/approved detour	_____	_____	_____	_____
Sidewalk Closure	\$50.00	Up to 30 days	_____	_____	_____	_____
<b>Installation</b>						
Temporary Dumpster/Storage Container	\$50.00	Each 30 days, 90 day maximum	_____	_____	_____	_____
<b>Driveway Apron/Entrances</b>						
Residential	No fee		_____	_____	_____	_____
Commercial	\$100.00	Each	_____	_____	_____	_____
<b>Sidewalk</b>						
Replacement of up to 50'	\$50.00	LF	_____	_____	_____	_____
Replacement of every 50' thereafter	\$10.00	LF	_____	_____	_____	_____
<b>Curb/Gutter</b>						
Replacement of up to 50'	\$50.00	LF	_____	_____	_____	_____
Replacement of every 50' thereafter	\$10.00	LF	_____	_____	_____	_____
Ramp Replacement	\$50.00	Each	_____	_____	_____	_____
<b>Utilities/Cable/Electric/Gas/Telephone</b>						
Pole Installation/Relocation within City sidewalk	\$25.00	Each	_____	_____	_____	_____
Pole Installation/Relocation Outside of City Sidewalk	No fee					
<b>Underground Conduit/Utility</b>						
Installation up to 1000'	\$100.00	LF	_____	_____	_____	_____
Installation of every 1000' thereafter	\$25.00	LF	_____	_____	_____	_____
Service Line – Above-Ground	No fee					
Service Line – Underground Requiring Manhole	\$25.00	Each	_____	_____	_____	_____
<b>Utility Structures</b>						
Manhole/Handhole/Structure	\$25.00	Each	_____	_____	_____	_____
Pedestals	\$25.00	Each	_____	_____	_____	_____
Cabinets	\$25.00	Each	_____	_____	_____	_____

## OFFICIAL USE ONLY

## Restoration

Utility Cuts/Test Pits (Any Type)	\$25.00	Each	_____	_____	_____	_____
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Date As-built Received: \_\_\_\_\_

As-built Received By: \_\_\_\_\_

TOTAL		
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AS-BUILT  
ADJUSTMENT

## NOTES

[illegible]

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_